

Manual – 4

Norms set for the discharge of function

S.NO	WORK	TIME LIMIT	COMPETENT AUTHORITY	APPELLATE AUTHORITY
<u>1.</u>	Issue of a new Ration Card	30 days	Food and Supply Officer	Zonal Asstt. Commissioner
<u>2.</u>	Surrender of Food Card.	Same day	Food and Supply Officer	Zonal Asstt. Commissioner
<u>3.</u>	Deletion of name of a family member from the Ration Card.	30 days	Food and Supply Officer	Zonal Asstt. Commissioner
<u>4.</u>	Addition of name	30 days	Food and Supply Officer	Zonal Asstt. Commissioner
<u>5.</u>	Change in address within the same circle.	30 days	Food and Supply Officer	Zonal Asstt. Commissioner
<u>6.</u>	Change of FPS/KOD within the same circle.	30 days	Food and Supply Officer	Zonal Asstt. Commissioner